

MOHAMMED NAWAZ BAIG

IT Manager

M: +966 50 511 4318 E: nawazbaig90@gmail.com

Riyadh, Saudi Arabia



PERSONAL SUMMARY

A proactive, focused and committed professional, with extensive expertise gained within the hospitality sector. An accomplished executive, organizer and capable of conceptualizing, introducing and integrating innovative strategies, streamlining resources to maximize performance and quality standards

WORK EXPERIENCE

Louvre Hotels – Golden Tulip Riyadh KSA - IT Manager

January 2020 - Present

Pre-Opening Team Member

Responsible for Successful Opening of the Property executing the Project and IT Systems Implementation. Reporting to General Manager, Member of Executive Committee & Managing daily IT Operations

Millennium & Copthorne Hotels – Copthorne Riyadh KSA - IT Manager

March 2016 – Dec 2019

Pre-Opening Team Member

Responsible for Successful Opening of the Property executing the Project and IT Systems Implementation. Reporting to General Manager, Member of Executive Committee & Managing daily IT Operations

Souq Waqif Boutique Hotels Doha Qatar - Cluster IT Administrator

June 2015 - January 2016

Handling IT Operations as Cluster Team for 7 Boutique Properties reporting to IT Manager. Assisting in Planning, Project Implementation & Technical Support

Millennium & Copthorne Hotels Sulaymaniyah Iraq - Cluster IT Administrator

May 2014 - May 2015

Pre-Opening Team Member

Cluster Team for 3 Properties reporting to Director of IT. Implementation of Systems as Pre-Opening Team and responsible for Technical Aspects and Administration of Property IT Systems

Bin Majid Hotels & Resorts Abu Dhabi UAE - Asst. IT Manager

April 2013 - March 2014

Acting Department Head reporting to General Manager, Ex-Com Member. Planning, Budgeting and Technical Support

ACADEMIC QUALIFICATIONS

Bachelor in Engineering – Electronics and Communication Engineering 2007 - 12

S.A. Engineering College Chennai India

DUTIES & RESPONSIBILITIES

- Strengthening the IT infrastructure through to implementing new technologies
- Responsible for hardware and software installation, maintenance and repair
- Performing routine audits of systems and software
- Manage the IT budgets and expenditure on hardware and software
- Developing & maintaining the company IT systems, software and databases
- Recommending and implementing improvements and efficiencies
- Having excellent time management, confidentiality & communication skills
- Having strong IT, commercial, planning and budgeting skills
- Management of server software and associated backup routines
- Procurement of IT hardware, software and maintenance products & services
- Maintaining documentation of changes regarding users, functions & systems
- Managing the network infrastructure including: firewalls, servers, switches and telephony

KEY SKILLS & COMPETENCIES

- Hotel Applications:
 - Opera Property Management System, Sales & Catering
 - Micros Symphony Point of Sales System
 - MC Materials Control System
 - Sun v 6.4 Financial System
 - Bayan v20.7.2 Web Human Resources Management System
 - Tiger TMS Call Accounting System
 - Veritas Backup Exec Cloud & Premise Backup System
 - Antlabs High Speed Internet Access (HSIA)

- OS & Virtual Machines
Windows Server 2008,2012, 2016, Windows 10 Professional
VMWare VM & Hyper – V
EMC Storage
- Networking & PBX System:
Fortinet Fortigate Firewall 300D
HP Switches – Core & Edge Switches
Alcatel PBX IP Telephony, Avaya PBX IP Telephony
HP Wireless Controller – Access Point Management
- IPTV & CCTV Surveillance:
Triple Play IPTV System
Hanwa, HIKVISION CCTV Surveillance

CERTIFICATIONS

- Cisco Certified Network Associate on Routing and Switching
- Certified Departmental Trainer from Millennium & Copthorne Hotels
- Training on Telecom Systems from BSNL India

PERSONAL DETAILS

Nationality : Indian
 Religion : Islam
 Date of Birth : 11th January 1990
 Marital Status : Married
 Passport No : K5036275
 Skype : nawazu90
 Languages : English, Hindi & Tamil - Fluent, Urdu - Native, Arabic - Intermediate
 Driving License: KSA - Valid